



Bulletin

2007- 06B

TO: Selectmen, City/Town Councils, Mayors, Accountants/ Auditors,
Assessors, Treasurers, Collectors, Finance Committees,
Finance Directors, City/Town Managers,

FROM: Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs

DATE: March 2007

SUBJECT: New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local finance officials on Thursday, June 7, 2007 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the "basics", this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationship. This seminar is composed of three sessions:

- **The team concept of municipal finance:** This session provides guidelines for planning and prioritizing the community's current and future needs. It also includes an overview of the annual budget process and discusses good financial management practices.
- **A review of Proposition 2½:** During this session we examine the impact of Proposition 2 ½ on a community's tax levy, and perform a calculation of a levy limit. We also discuss local revenue sources, including free cash, and what the tax rate represents.
- **The tax rate setting process:** In this third and final session, we identify the participants and discuss the specific procedures involved in completing the tax recapitulation sheet. This session also includes an explanation of the components of a good municipal reserve and debt policy.

Check-in begins at 8:15 AM. The seminar will begin promptly at 8:45 AM and end at approximately 3:15 PM. If you have any questions, contact Donna Quinn at (617) 626-3838.

NEW OFFICIALS FINANCE FORUM REGISTRATION FORM

NAME: _____
(Please print clearly)

BUSINESS ADDRESS: _____

PHONE: () _____ E-MAIL: _____

YOUR ORIGINAL ELECTION OR APPOINTMENT DATE: _____

CURRENT COMMUNITY: _____

POSITION (Please indicate with an "X")

Accountant/ Auditor _____

Assessor/ Asst. Assessor _____

Selectman/ Mayor _____

Finance Committee _____

Town Administrator _____

Treasurer/Collector _____

Other (specify) _____

SEATING IS LIMITED - PLEASE REGISTER EARLY

The cost of the seminar is \$50 and includes a continental breakfast, luncheon and the handbook. Make checks payable to the Commonwealth of Massachusetts and mail with this completed form to:

Training Coordinator
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

Walk-in registrations, cash and purchase orders cannot be accepted.

Please contact Donna Quinn at 617-626-3838 with any questions regarding this seminar.

REGISTRATIONS MUST BE RECEIVED BY MAY 25, 2007